

Retention and Classification Report

Agency: Castle Valley Special Service District (Utah) (1994)
P.O. Box 877
Castle Dale, UT 84513
435 381-5333

Records Officer Diane Hagara

22256 Accounts payable

AGENCY: Castle Valley Special Service District (Utah)

SERIES: 22256

3

TITLE: Accounts payable

DATES: 1976-

ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Castle Valley Special Service District (Utah)

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(continued)

PRIMARY CLASSIFICATION:

Public